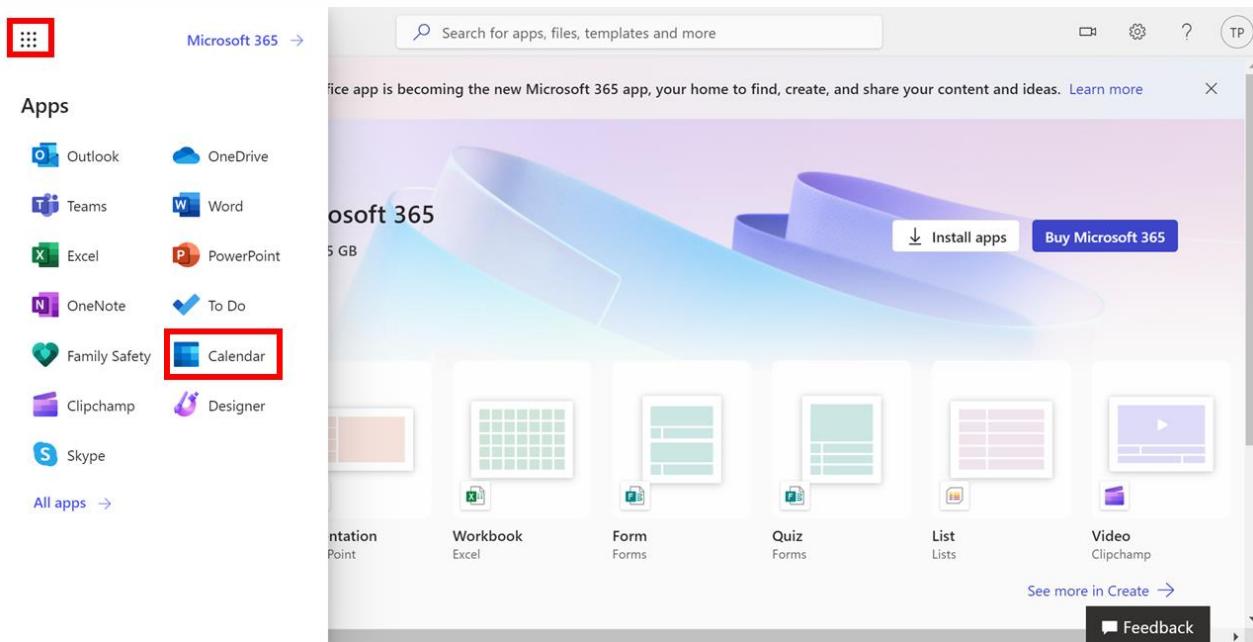




Pre-Classroom Notes - MS Calendar

Step 1: Let's start by switching to <https://www.office.com/>. Now after signing in with the given ID Follow the steps mentioned below.

Step 2: Click on 9 dots and then click on "Calendar"





Step 3: Add New Event - Click on the button on the left-hand side above **New Event**

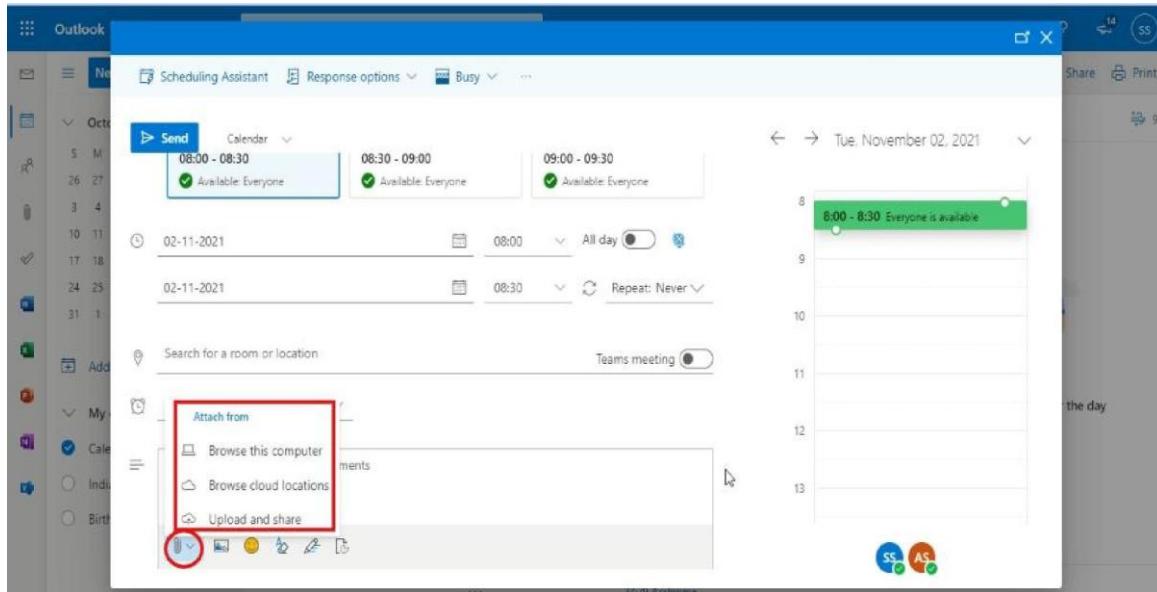
The screenshot shows the Microsoft Outlook calendar interface. On the left, there's a sidebar with various icons and a list of 'My calendars': Calendar, India holidays, and Birthdays. The main area displays a monthly calendar for October 2021. A red box highlights the 'New event' button located at the top left of the calendar grid. The date 29 Oct is selected, and the day view for Friday, 29 Oct, shows a hot air balloon icon and the message 'Nothing planned for the day Enjoy!'. Below the calendar, there are several scheduled events listed.

Step 4: Add Title, Date, and invite people you want to attend your event

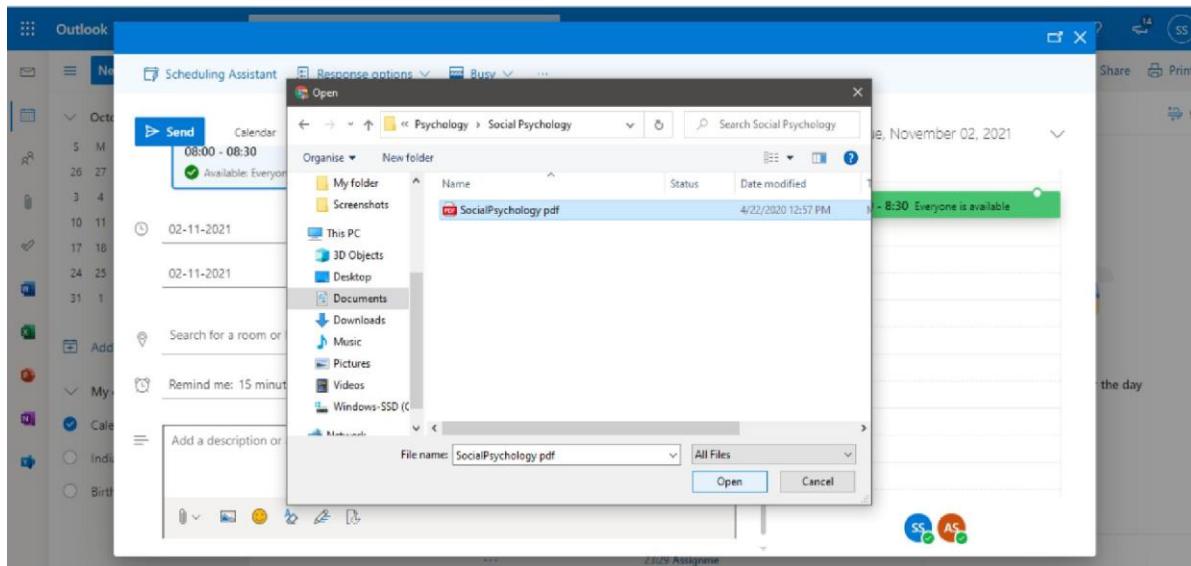
The screenshot shows the 'New event' dialog box in Microsoft Outlook. The title of the event is 'Psychology - Basic'. An invitee, 'AS Academics - Sibga Shaikh', is listed with the status 'Optional'. Under 'Suggested times', three time slots are shown: 'Mon 01-11 08:00 - 08:30 Available: Everyone', 'Mon 01-11 08:30 - 09:00 Available: Everyone', and 'Mon 01-11 09:00 - 09:30 Available: Everyone'. The date and time for the event are set to '01-11-2021' from '08:00' to '08:30' with the 'All day' option turned off. A red box highlights the event title and the invitee section. Another red box highlights the date and time input fields.



a. You can attach the file you want your student should go through before the event

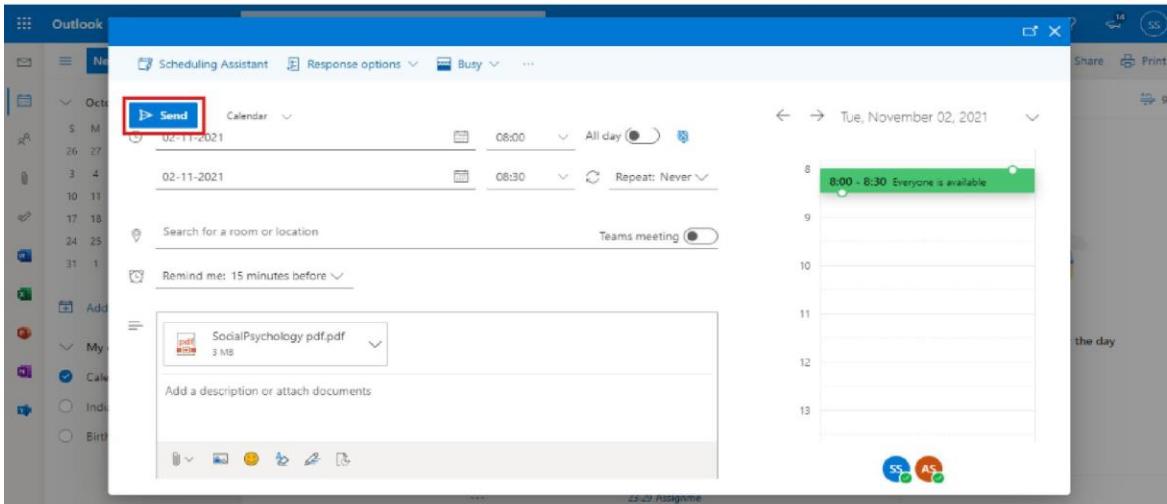


b. Attach the file and click on open or double click the selected file

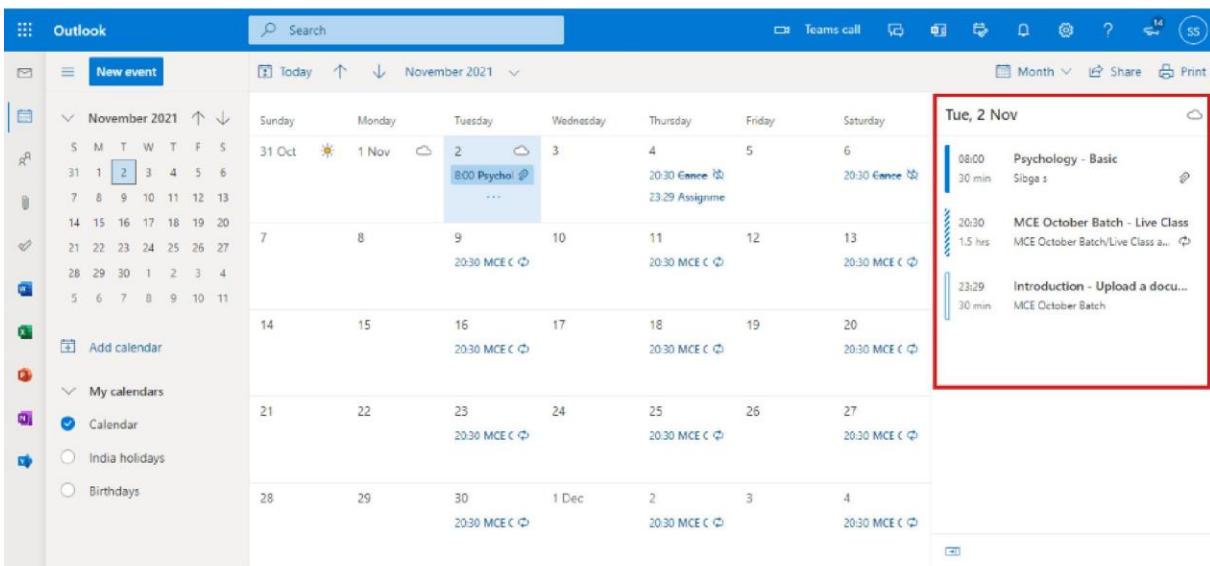




c. Once you have filled up all the required details click on **Send**.



d. You can check all your meetings on the right side



Note: We will learn about more features in the class